



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

FEB 12 2024

MEMORANDUM  
No. 027, 2024

**CONDUCT OF ASSESSMENT NORMING ACTIVITY OF THE BUREAU  
OF EDUCATION ASSESSMENT**

To: Assistant Schools Division Superintendent/  
Chief Education Supervisor, Curriculum Implementation Division  
Education Program Supervisor, School Governance and Operations Division  
All Public Elementary and Secondary School Heads/OICs  
Administrative Officer V  
All Others Concerned

1. With reference to the attached official communication letter from the Bureau of Education Assessment (BEA), dated February 7, 2024, the conduct of the above-captioned activity in our Division is scheduled on February 14-16, 2024, to selected public Elementary and High Schools in the Division.

2. Schools to participate in the said activity are as follows:

| Date              | Schools                                 | Grade Level | Time            | No. of Learners per Grade Level | No. of Teachers to Assist |
|-------------------|-----------------------------------------|-------------|-----------------|---------------------------------|---------------------------|
| February 14, 2024 | Muntinlupa E.S.                         | G1-G3       | 7:00-10:00a.m.  | 40 (M20 & F20)                  | 2 per Room                |
|                   |                                         | G4-G6       | 10:00-12:00n.n. | 40 (M20 & F20)                  | 1 per Room                |
|                   | Tunasan National H.S.                   | G7-G9       | 1:00-3:00p.m.   | 40 (M20 & F20)                  | 1 per Room                |
|                   |                                         | G10-G11     | 3:00-5:30p.m.   | 40 (M20 & F20)                  | 1 per Room                |
| February 15, 2024 | Itaas E.S.                              | G1-G3       | 7:00-10:00a.m.  | 40 (M20 & F20)                  | 2 per Room                |
|                   |                                         | G4-G6       | 10:00-12:00n.n. | 40 (M20 & F20)                  | 1 per Room                |
|                   | Muntinlupa National H.S.                | G7-G9       | 1:00-3:00p.m.   | 40 (M20 & F20)                  | 1 per Room                |
|                   |                                         | G10-G11     | 3:00-5:30p.m.   | 40 (M20 & F20)                  | 1 per Room                |
| February 16, 2024 | Lakeview Integrated School (ELEMENTARY) | G1-G3       | 7:00-10:00a.m.  | 40 (M20 & F20)                  | 2 per Room                |
|                   |                                         | G4-G6       | 10:00-12:00n.n. | 40 (M20 & F20)                  | 1 per Room                |
|                   | Lakeview Integrated School (SECONDARY)  | G7-G9       | 1:00-3:00p.m.   | 40 (M20 & F20)                  | 1 per Room                |
|                   |                                         | G10-G11     | 3:00-5:30p.m.   | 40 (M20 & F20)                  | 1 per Room                |

NUM-2024-027



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,  
Muntinlupa City

(02) 805-9935, (02) 805 - 9940

sdomuntinlupa@gmail.com



021204 DIRECT-1042

3. Please also be reminded of the following:
- BEA Personnel will give a brief orientation to the involved teachers prior to the distribution of test materials and actual administration of the test. A separate room shall be allotted for this purpose.
  - The creation of each Grade Level must be heterogenous, with equal representation of males and females.
  - Learners must bring pencils and a piece of bond paper. They may also bring a bottle of water and snacks.
4. For information and strict compliance of all concerned.

  
**EVANGELINE P. LADINES CESO V**  
Schools Division Superintendent

Enclosure: As stated  
References: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

EXAMINATION

ASSESSMENT

ACTIVITY

ZPLG / DM / CONDUCT OF ASSESSMENT NORMING ACTIVITY OF THE BUREAU OF EDUCATION ASSESSMENT

027 / February 8, 2024

NUM-2024-027



Republic of the Philippines  
**Department of Education**  
 BUREAU OF EDUCATION ASSESSMENT

Office of the Director

February 7, 2024

**DR. EVANGELINE P. LADINES, CESO V**  
 Schools Division Superintendent  
 Schools Division Office of Muntinlupa City  
 Muntinlupa ES, Poblacion, Muntinlupa City

Attention: **ZOREN PEPITO L. GUBALANE**  
 Division Testing Coordinator

Dear **Supt. Ladines**:

Greetings!

As part of the test development process stipulated in DepEd Order No. 55, s. 2016, titled "*Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program*", this Bureau will conduct an assessment norming activity in your Division from **February 12 to 16, 2024**. This activity aims to obtain the norm of the learners in the formal school and establish the average performance of learners with different academic abilities.

The SDO Muntinlupa City meets the selection criteria for this activity; hence, we seek your support and cooperation for its successful conduct with the assistance of your Division Testing Coordinator (DTC). As an overview, here is the schedule of activities:

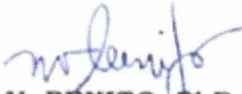
| Day                             | Activity                                                | Testing Session | Time        | Grade Level |
|---------------------------------|---------------------------------------------------------|-----------------|-------------|-------------|
| February 12<br><i>Monday</i>    | Coordination/ BEA staff's arrival to SDO                |                 |             |             |
| February 13<br><i>Tuesday</i>   | 1st Public Elementary School                            | AM              | 07:00-10:00 | G 1-G3      |
|                                 |                                                         |                 | 10:00-12:00 | G 4-G6      |
|                                 | 2nd Public Secondary School with Senior High School     | PM              | 01:00-03:00 | G 7-G9      |
|                                 |                                                         |                 | 03:00-05:30 | G 10-G11    |
| February 14<br><i>Wednesday</i> | 3rd Public Elementary School                            | AM              | 07:00-10:00 | G 1-G3      |
|                                 |                                                         |                 | 10:00-12:00 | G 4-G6      |
|                                 | 4th Public Secondary School with Senior High School     | PM              | 01:00-03:00 | G 7-G9      |
|                                 |                                                         |                 | 03:00-05:30 | G 10-G11    |
| February 15<br><i>Thursday</i>  | 5th Private Elementary School                           | AM              | 07:00-10:00 | G 1-G3      |
|                                 |                                                         |                 | 10:00-12:00 | G 4-G6      |
|                                 | 6th Private Secondary School with Senior High School    | PM              | 01:00-03:00 | G 7-G9      |
|                                 |                                                         |                 | 03:00-05:30 | G 10-G11    |
| February 16<br><i>Friday</i>    | Buffer Testing Day/BEA's return to its official station |                 |             |             |

We seek your assistance in selecting sample schools and learners for this activity. For your reference, kindly check the attachment for the guidelines. Our staff, **Ms. Noella May-i G. Orozco**, Education Program Specialist II from the Education Assessment Division of this Bureau will coordinate with your DTC regarding the guidelines. She is also assigned to administer the assessment norming activity in schools. Any kind assistance given to her will be highly appreciated. Her contact details are shown below:

Email : noella.oroazco@depd.gov.ph  
Contact Number : (02) 86312589

We look forward to your usual support of all programs of this Bureau.

Very truly yours,



**NELIA V. BENITO, PhD, CESO IV**  
Director IV

*Attachment: Criteria in Selecting Schools and Learners*

Copy furnished:

**ATTY. REVSEE A. ESCOBEDO**, Undersecretary for Operations  
**JOCELYN DR. ANDAYA**, OIC - Regional Director, Region NCR